United States District Court
District of South Dakota

VACANCY ANNOUNCEMENT 19-15

POSITION TITLE: **Deputy Clerk I**
POSITION TYPE: **Regular, Full-time (40 hours per week)**
DUTY STATION: **Pierre or Sioux Falls, South Dakota**
NUMBER OF VACANCIES: 1
SALARY RANGE: **CL 25 ($41,140 - $66,888) Dependent Upon Qualifications**
OPENING DATE: **August 6, 2019**
CLOSING DATE: **Open until filled; first review of applications to take place August 26, 2019.**

POSITION SUMMARY

The Clerk's Office for the United States District Court for the District of South Dakota is seeking qualified applicants for a full-time Deputy Clerk I in the Pierre or Sioux Falls, South Dakota office. The Deputy Clerk I maintains court records through use of the Court's electronic case management system (CM/ECF) through the entirety of criminal and civil cases. The position performs a variety of clerical work including work with cashiering, customer service, jury operations support, and courtroom support. The Deputy Clerk I reports to the Clerk's Office management team.

REPRESENTATIVE DUTIES

- Perform complex case management transactions such as opening and closing cases while ensuring the appropriate statistical data.
- Prepare and process appeals, warrants, subpoenas, notices and form orders.
- Answer inquiries from attorneys and the public regarding case status and procedural rules.
- Act as a courtroom deputy for civil and criminal proceedings. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and operating all courtroom technology equipment. Take notes of proceedings and rulings and prepare and docket minute entries.
- Communicate with outside agencies, counsel, and the public to facilitate orderly case management and case progression.
- Coordinate the presence of court reporters and court interpreters when needed.
- Serve as back up for magistrate scheduling, coordinating with various government agencies.
- Process attorney admission applications, prepare certificates, attend admission ceremonies, and maintain record of admitted attorneys.
- Assist with jury administration by preparing juror summonses and assisting with jury selection/empanelment.
- Organize and arrange naturalization ceremonies. Representative duties include preparing programs and press releases, attending ceremonies, etc.
- Perform records management duties including requesting, maintaining, and returning records to the Federal Records Center, and filing and archiving documents using electronic imaging; etc.
- Perform cashier functions as outlined in the Internal Control Manual.

MINIMUM QUALIFICATIONS AND EXPERIENCE

To qualify for this position, a person must be a high school graduate, or equivalent, and have a minimum of one-year specialized experience.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and

automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate firms, title companies, and corporate headquarters or human resources/payroll operations. Excellent customer service and problem-solving skills, and a high level of technical/computer aptitude is required for this position. Experience and knowledge of electronic case management systems and a good knowledge of the federal and local rules is required.

PREFERRED SKILLS
A bachelor's degree is preferred. Current or previous experience as a courtroom deputy is highly desired. Familiarity with statistical reports processes is also highly desired.

BENEFITS
This position is covered by the Court Personnel System. A generous benefits package is available to permanent employees which includes:
- Ten paid holidays per year
- Paid annual leave accrued at a prorated schedule.
- Paid sick leave accrued at a prorated schedule.
- FERS retirement benefits
- Optional participation in the Thrift Savings Plan (TSP)
- Optional participation in choice of Federal Employees' Health Benefits (FEHB)
- Optional participation in choice of Federal Employees' Group Life Insurance (FEGLI)
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement if applicable

ADDITIONAL INFORMATION
- Employees are required to adhere to a *Code of Conduct for Judicial Employees* at all times.
- An FBI background check will be conducted on the selected candidate.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicant must be a U. S. Citizen or eligible to work in the United States.

APPLICATION PROCESS
Qualified applicants should submit the following:

- A letter of interest describing how your skills and experience relate to the position;
- A current resume to include at least three professional references;
- An Application for Judicial Branch Federal Employment (AO 78) which is available by going to http://www.uscourts.gov/ and clicking on Court Forms>AO 78.

All documents must be submitted via PDF format and emailed to:

Brooke_richards@sdd.uscourts.gov

Incomplete application packages will not be considered.
The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time from the original announcement, the Court Unit Executive may elect to select a candidate from the original qualified applicant pool. Applicants are covered under the District of South Dakota's Employee Dispute Resolution policy.

THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER